



140 CO HWY 33W | BOX 4 | COOPERSTOWN, NY 13326 | 607-547-8839

[www.otsegoruralhousing.org](http://www.otsegoruralhousing.org)

**OWNER/AGENT DATA FORM**

If you are a participating landlord with ORHA's HCV Program you do not need to return this form.

<b>Owner Legal Name</b>			
<b>Owner Legal Address</b>			
<b>Telephone</b>		<b>Email</b>	
<b>Social Security Number/ Employer Identification Number</b>		<b>Individual that will receive 1099</b>	
<b>Managing Agent</b>		<b>Telephone</b>	
<b>Address</b>			
<b>I am claiming EXEMPT status from backup withholding (If yes, you must fill in Part II of the W-9 form.)</b>			<b>Yes    No</b>

I certify that I am the present owner of the property identified above.

I certify that all of the information I have provided in this packet is true to the best of my knowledge.

<b>Property Owner(s) or Manager(s) Signature(s)</b>	<b>Date</b>

**Documentation Requirements (please attach the following if applicable)**

<b>LLC</b>	A letter stating name(s) of member(s) on LLC letterhead
<b>LP</b>	A letter stating name(s) of general partner(s) on LP letterhead
<b>Corporation (Corporation and LTD)</b>	A letter signed by the corporate officer on corporate letterhead with corporate seal, providing: 1) Name of the corporate President 2) Name of another corporate officer who will sign leases and contracts 3) If leases and contracts are being executed by anyone other than a corporate officer, authorization for this person or entity to execute leases and contracts on behalf of the corporation.
<b>Trust</b>	A copy of the trust deed and a Rider to the Request of Tenancy Approval form signed by all trustees and the tenant. The copy of the trust deed must have the full disclosure of all beneficiaries.

<b>Acceptable Proof of Ownership</b>	<b>Unacceptable Proof of Ownership</b>
Settlement statement Trust agreement Recorded deed with Schedule A Recorded quit claim Recorded judicial sale deed	Tax bill Mortgage documents Unrecorded deeds Deeds that do not include an official stamp from the county recorder's office on the upper right-hand corner of the document

**Warning: Section 1001 of Title 18, of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of Agency of the U.S. as to any matter within its Jurisdiction.**